***Hellgate High School - Department Chairs***

**Monthly Meeting**

**Monday, November 3, 2014, 3:10**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

The department chairs will work collaboratively with administration to enhance communication, plan school goals, and to budget school resources.

**Agenda & Meeting Minutes**

Facilitator: Lisa (Lynn & Libby) Note taker: Jennifer Copley Time keeper: Nancy (?)

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| **Topic** | ‡**Notes ◼ To Do’s Posted in Red** |
| **Next Meeting Date** | Department Chairs next meet on December 1, 2014 (First Monday). |
| **Departmental Announcements** | **Library:**  The library asks each department **for textbooks to put on reserve for students to use in the library**. For many students, the library is a safe, quiet place to study.  **Business:**  The Business Department presented to the MCPS Board’s Teaching and Learning Committee, updating them on the proposed Finance Academy. In the future, The Business Department wants to confer with the Common Core teachers, planning how to integrate English, math, science, social studies into the Finance Academy curriculum.  **Counselors:**  This is Montana College Application Week, so counselors ask teachers to please wear their Montana College gear, and remind students to apply for admittance to colleges in Montana. Applications are free this week.  The Providence Hospital day program is excellent for serving some of the many students now in critical need. Sadly, almost all places in community are facilities are filled. Such students must wait two weeks for care or may need to be transferred to Billings.  **Social Studies:**  All government classes will hear a speaker on teen suicide prevention.  **Title I:**  Hellgate, having proved 40% of our students eligible for free and reduced lunches,may now apply for school-wide Title I program status. If granted, such status will give Hellgate some flexibility in how we use our Title I money.  Title I also needs to find a way to screen all incoming freshmen for reading level. |
| **Clarification on Dual Credit** | Dual credit is offered by the Missoula College, not the University of Montana. Credits earned at Missoula College, however, earn students a credit-for-credit value when they transfer to the University of Montana. |
| **Needed from All Departments** | **All departments are asked to return their one-page department flyer to Mary by Friday Nov. 7th. Mary will email information to Middle Schools next week.** |
| **Grades** | **Grades are due Tuesday morning.** |
| **PLC’s** | **PLCs meeting during November & December are asked to take accurate & timely attendance**. They are asked, also, to continue reviewing grades distributions and assessment literacy. |
| **2014/2015 8th Grade Transition Process** | Counseling Departments at the three high schools are working with middle school counselors at our feeder schools to better educate them about offerings and registration in the high schools.  All city high schools are working to create a common high school brochure for the middle schools. The brochure will be distributed at November conferences.  In addition to a common brochure outlining course offerings, the district hopes to create a common form for course requests and data-reporting from incoming 8th graders. Department chairs perused a format developed by Sentinel counselor Mark Johnson, and offered suggestions.  On a January evening, Hellgate will host prospective incoming freshmen and their parents. Last year Hellgate printed 250 freshmen course offering books for Hellgate’s informational evening. We ran out of brochures before the end of the well-attended evening. |
| **8th grade Half-Day Visit to Hellgate** | After the January evening events, incoming freshmen visit Hellgate with their counselors. Department Chairs suggested February 10 and 24 as possible dates for eighth grade visitation to Hellgate. This year, the visit will last only a half day. Incoming freshmen will learn about classes they can take at Hellgate, but course selections will happen at the middle schools, rather than during visitation day. That way, middles school counselors can offer guidance. |
| **Peer Review – CMR High School** | Amanda Ferderer, chairperson of our SIP committee from C.M. Russell High School in Great Falls, would like to complete the AA Peer Review before Christmas break. That way, Hellgate could use the feedback from the AA Pear Review to do planning in the spring.  Department chairs expressed concern that the proposed December 1 & 2 dates would be too close to the Thanksgiving break. The second date proposed by CMR was or December 8 & 9. Department chairs asked the Administrative leadership team to organize needed materials, and then schedule a work day so that department chairs can spend a half day fleshing out all required department documents and reports.  This visitation team will meet with various leaderships and curriculum teams around the building. **Consequently, during Thursday’s department meetings, each department is asked to create a list of what that each department would like to showcase.**  In addition, Hellgate must provide meals for our visiting team. These meals, too, can be used to demonstrate building programs. Department Chairpersons asked that parents schedule our holiday luncheon early so that parents of KORT and staff could mingle with the CMR Peer Review team. |
| **Open House for Parents** | **Hellgate’s Open House for parents occurs from 4:00 to 7:00 PM Tuesday and next Wednesday.**   * Tuesday: In the first 90 minutes, we visit with drop-ins, the second 90 minutes with those who have made appointments. * Wednesday: The schedule reverses. The first 90 minutes are filled with appointments and second 90 with drop-ins.   **We are asked to keep track of how many people show up to meet with us**. We can also look forward to an evening lunch hosted by KORT on Wednesday night from 3-5. |
| Department Teams/PLCs | **This Thursday, November 6 Department PLCs meet across the school.**   * 15 minutes: Please discuss your departmental vision of 21st Century Education. * 45 minutes: Using the existing footprint of Hellgate and Salmon’s vision for Hellgate as a baseline, design the 21st Century department that would fulfill student/staff needs for the next 25 years. (Smart Schools 20-20 plan is on the district website upper right hand corner: Proposal for Hellgate High ) Again, please focus is on INSTRUCTIONAL DELIVERY, TECHNOLOGY, and SAFETY. * **Departmental vision and individual space needs must be turned in to Karen’s mailbox no later than 11/18.** * **Department Chairs: When collecting the individual lists of needed building improvements, please include the physical address (i.e. room number) of each reporting teacher.** |